

CODE OF CONDUCT FOR KORVENRANTA OY MO 101 L1

In this code of practice there are defined the ethical principles, that are followed in Korvenranta Oy. The code of conduct is implemented through responsible leadership, and it consists of the following aspects:

WORKER RIGHTS AND SAFETY

Human rights

Korvenranta Oy promotes employee's wellbeing and health. The universal human rights are respected in all activities (in accordance to UN Declaration of human rights and International Labor Organization). This includes freedom from any discrimination based on nationality or race, gender, age or sexual orientation, as well as freedom of thought, opinion and religion, covering also the employees' right to unionize.

Use of child- and forced labor is strictly prohibited.

Wages and benefits

Wages are paid according to the Employment Contracts Act and collective bargaining. In Korvenranta Oy, the Carpentry Industry's and Industrial Union's collective bargaining (Puusepänteollisuuden työehtosopimus 2020-2022) is complied. Within the bargaining, the wage categories (11 categories) are determined according to the following aspects:

- demanding of the work (requisite competence, responsibility and the complexity of the work, work load, working conditions)
- employee's work performance (skills and also ability/willness to improve skills)

Korvenranta Oy offers several benefits to the employees. These are for example comprehensive occupational health care (including additional medical services), projects to improve well-being at work, option for telecommuting for the office workers, flexible working time in some tasks, Christmas parties and anniversary remembrances. Korvenranta Oy has also a program to pay attention to a possible substance abuse to help the employee to heal and recover.

Working hours

The maximum number and arrangement of regular working hours are determined on the basis of the Working Hours Act or provisions of collective agreements or local agreements based on them.

Further, the working hours based on the above mentioned Act and the agreements, are informed and agreed also in the employment contract. According to the law, regular working hours are eight hours per day and 40 hours per week. Regular working hours can

CODE OF CONDUCT FOR KORVENRANTA OY MO 101 L1

be arranged as shift work, and can also include additional work and/or overtime. Additional work and overtime refer to work performed outside regular working hours and that requires the employee's consent. Employees are entitled to higher pay for overtime.

Freedom of association and collective bargaining

In the Constitution of Finland, the freedom of association is determined as a privilege for every citizen. Everyone can, without any permission, establish an association, belong or belong not to an association and participate to an association's activities. The freedom of occupational association is likewise secured by the Constitution.

In Korvenranta Oy, collective bargaining and above-mentioned principles are supported for example by the work of occupational safety and health committee, which consists of two employees' representatives, occupational safety and health manager and the managing director. This committee contributes the cooperation between the employees and the employer for example in such matters as arranging the occupational health and discussion and decision making of occupational safety.

LEGALITY AND ENVIRONMENTAL PROTECTION

Legislation

All Korvenranta Oy's operations comply with relevant Finnish laws and regulations. The laws and regulations concerning industry are recognized and listed within the quality management system (ISO 9001:2015), and they are regularly reviewed for any updates or changes. In the quality management system there is defined a procedure to inform the updates and/or changes to all relevant personnel, to ensure their introduction.

Environment

The basis for reducing the environmental impact is to comply with Finnish environmental law and regulation. In addition, the company's certified environmental management system (ISO 14001:2015) guides and commits the personnel and partners in efficient use of energy and raw-materials. The company also takes efficient actions to reduce emissions and to promote recycling. An important means in achieving the above-mentioned targets is to use best available technology (BAT). In material purchases the suppliers with certified environmental management systems are favored.

BUSINESS ETHICS

Preventing of corruption and bribery

Offering, paying or accepting any bribes (in any form) is strictly prohibited in Korvenranta Oy's business activities and principles. The risk of becoming involved in illegal business is effectively reduced by selecting business partners carefully and monitoring their operation for integrity and transparency. Korvenranta invests strongly in integrity and transparency also in its own business practices.

Privacy and data protection

Korvenranta Oy is committed to protect the privacy of the customers, employees and business partners. Only minimum essential data that is needed to perform the required business actions, is used. Data storage and transmission are secured by efficient security systems. Korvenranta Oy complies with the Finnish Act on the Protection of Privacy in Working Life and Personal Data Act.

Financial responsibility

An essential part of the Korvenranta Oy's annual planning process is the budget. The budget and other financial information are monitored monthly, and if the outcome differs negatively from the forecast, the reasons for this are clarified and corrective measures are planned and carried out. The business growth is performed by avoiding big financial risks. A significant part of the economical result is targeted to business development: the technical lead to competitors is kept by carefully planned investments and properly targeted personnel training. The business is based on long-term and confidential customer relationships.

Fair competition and anti-trust

In the open markets, Korvenranta Oy invests to fair practices like quality, professionalism, environmental aspects, service, accurate delivery times and competitive price to succeed in fair competition. The business is based on fair competition. The Finnish Competition Act prohibits agreements and other practices that restrict competition.



Jarkko Korvenranta, Managing Director